Note: To be able to file electronically with the State of Ohio, if you have not filed in previous years, you must register with the State of Ohio in advance of the filing date. Check with the State to do this registration, as it takes some time for receipt of approval and issuance of the requirements that apply to your Company.

If you are filing an Electronic File, **you should Print the Paper W-2’s before creating** the Electronic File, using the following steps:

**PROCESS FOR CREATING OHIO STATE W2s as an Electronic File to be uploaded to the State’s Portal**

AFTER CLOSING THE CURRENT YEAR:

On the Year-end Processing Menu, select the ‘Print W-2s and Create the Electronic File’ program on the Menu.

Select the Option #1 - PRINT 1-WIDE W-2s.

The current year of 20 will default for the correct year to create the file.

Update the data for your Company on the next 2 screens.

The Screen for entering the options you want to include on the W-2 File will display.

Enter the proper code for each Deduction, Reimbursement, ADDL fields, or the User-defined fields from the Payroll Utilities Control Setup that you want to include in the Electronic File.

IMPORTANT:

At this time, select the F-10 Function to open the window. Select Change Printer. Use the arrow down key to drop down to the Printer 8. Highlight it and Hit ‘Enter’ to select it. When you return to the Payroll W-2 Screen, the Printer 8 should appear at the top left of the screen, verifying the change.

No entry is required for ‘Lines to Skip if a Laser Printer’.

On the Next Line at the end….’S = School Tax Only’ option field: Enter the “Y” in this field, to include all Local Taxes including the School District Tax on the Electronic File .

If you have updated your Payroll Utilities for the next 2 fields, for the new year 2021, Override the updated amounts back to the 2020 limits in both fields.

The Last option on the screen is to print your Company’s Name, Address, and ID on the file being created. Enter “Y”.

After the Employees are all processed on the screen, a Window will open on the screen asking if you want to reprint the W-2s? Always answer “No” to this question when you are creating only the Electronic File portion of the program.

**Reminder: Make sure you reset the Printer to the correct one on you system.**

**If you are ready to print the paper W-2s now, use the following instructions:**

**Please read this entire process to determine if you need to print the Local Tax Reports found near the top, on the Year-end Menu before saving the 2020 data files. You can’t print these after moving your data to the W-2 Processing Files. And you may want to print more than one copy of them to distribute to the Employees and Locals that you file tax returns with. See this information in the ‘RECOMMENDATIONS:’ SECTION ON PAGE 3 OF THIS DOCUMENT.**

**If you are printing W-2’s on a Laser Printer this year, you will have to load each ‘Set’ of the different types of Forms required and use the “Reprint option that opens a window after the first print job is complete. You will stay on the screen for printing and use this option as required to complete all of the different copies that you require.**

**PROCESS FOR PRINTING OHIO STATE W2s (when an Electronic File is filed with the State that includes the**

**required printed Ohio District School Tax data:**

AFTER CLOSING THE CURRENT YEAR:

On the Year-end Processing Menu, select the ‘Print W-2s and Create the Electronic File’ program on the Menu.

Select the Option #1 - PRINT 1-WIDE W-2s.

The current year of 20 will default for the correct year to create the file.

You do not need to enter data on the next two screens in this program when you are printing only.

The Screen for entering the options you want to include on the W-2 File will display.

\*\*\*Important: Verify that you have the correct printer selected at the top left of the screen. If not, select the F10 Function to Change the Printer option, and change it. Use the arrow down key to highlight the correct Printer. Hit ‘Enter’ to select it. When you return to the Payroll W-2 Screen, the Printer you selected should appear at the top left of the screen, verifying the change.

Enter the proper code for each Deduction, Reimbursement, ADDL fields, or the User-defined fields from the Payroll Utilities Control Setup that you want to include in the Electronic File.

Enter the Number of Lines to Skip on the Laser Printer.

The Next Line gives you a selection choice for the Employees to be printed. Or you can select ‘All’ and you will get all Employees W-2’s

\*\* This next question “PRINT MULTIPLE LOCAL W2s, IF NECESSARY? If you are using the Deneb Standard Year-end Payroll Reports for your Local Information to give to your Employees, you would enter “N” here. This option will print one W-2 for each Employee with all of the Local amounts for the W-2 Totaled into one amount and the Description of “ALL” printed on the W-2.

 If you enter “Y” here, This option will print the first W-2 with all of the Federal data on it and 2 of the Local Taxes

in the 2 sets of boxes for Local Tax reporting. If the Employee had worked in a large number of cities during the year and had a School District Tax withheld also, He would receive as many printed W-2s as it would take to print all of his Local

Tax Wages and Tax Withheld (at an amount of 2 Locals per W-2) Example: A total of 20 cities and 1 School District Tax would require 11 paper W-2 Forms to be printed for this Employee.

If this is your first time printing, we suggest that you keep blank paper in the printer for the first trial, and select a range of 3 Employees (all listed together) on your list - to use for the first test or group of tests if required.

PRINTER TIPS FOR THE W-2s: If you ordered a minimal amount of W-2 Forms for this process, or this is the first time you are printing W-2s, you should remain with the printer in case of any problems with the continuation of the process.

This way if needed you can turn the printer off. Reprinting is available once the printer que is empty of the current processing print job.

If you have printed Laser W-2s on this printer before, use the same number of ‘Lines to Skip’ as you used before.

If this is the first time using this printer to print W-2’s, we suggest you print three on a blank sheet of paper for a test, until you determine what is proper for your printer’s setting. After printing your 3 test W-2’s, place the printed blank copy with a blank actual form, up to a strong light to see how the alignment is. Data must be inside the pre-printed boxes on all forms. Also check that going from one W-2 to the next one, or the next page is correct for data placement.

Every printer/model is different when it comes to printing W-2s. Once you have the alignment verified, place the number of W2 copies required in the printer + some extra, in case they are needed for any reason.

When you have the alignment section working properly, F-10 to Office Tools and select the Print Screen option so you can use it for the next step. exit the screen for printing the W-2’s.

Come back into the W-2 print screen again. You will have to re-enter all of the same previous data used during your test that will be on the ‘print screen document’ that you just printed. Follow the steps starting with the \*\*\* in this section above.

Note: The printed copies of the W-2s that are going to the Employees and the State must have the Ohio School District Tax printed on them if you don’t file an Electronic File with the State for the W-2’s. Currently, the above 2 processes are the correct way to meet the State Requirements for this year.

RECOMMENDATIONS:

Decision to print Multiple Local W-2s, if Necessary “Y” = Will print the Ohio School District Tax separately; however will print a large number of W-2s, if the Employee worked in

 a lot of cities with tax withheld.

Decision to print Multiple Local W-2s, if Necessary “N” = ‘Rolls up’ all Locals into one amount and prints “All” for the

This option requires printing of the Local Tax Local Description. **This does not comply with the State of**

Information in Deneb before closing the Year ! **Ohio for a printed paper W-2 being submitted at year end.**

**Result: If you don’t file the Electronic Ohio State W-2 File, you must select the print top print option shown above.**

**The other alternative than loading an Electronic File, would be to enter the W-2 information for the State of Ohio (including the School District Tax info) on their Portal by Individual, if available, and print the rest of the W-2’s in Deneb for the Employees, etc.**